

**MINUTES OF THE REGULAR MEETING OF THE
DOUGLAS COLLEGE BOARD
Open Session**

**April 17, 2008
New Westminster Campus Boardroom**

Open Meeting File No. 2008-04-17

Approved May 15, 2008

ATTENDANCE

Board Members: G. Bowbrick, B. Clarke, C. Codrington, C. Gibson, M. Hemmingsen, A. Kitching, A. MacGrotty, S. Meshwork (Ex-officio), N. Steinman A. Taylor (Chair), P. Wates, S. Witter (Ex-officio)
Regrets: Y. Irani, M. Russell
Observers: Constituency Group Leaders S. Briggs (DCFA), M. Steinbach (DSU)
Administration: B. Barber, M. Exmann, H. Postma, B. Jensen, J. Lindsay, K. Maynes, G. Ouyang, C. Worsley
Guest: W. Case*
Recording: S. Donnelly

* attended a portion of the meeting

1. CALL TO ORDER

There being a quorum present, the Chair called the meeting to order at 6:24 p.m. He welcomed Dr. Guangwei Ouyang, recently appointed Associate Vice President, International, to the meeting, and congratulated Cathie Gibson on her new role as Program Director for The Purpose Society. The Chair also noted regrets from BCGEU Constituency Group Leader Drena McCormack.

2. APPROVAL OF AGENDA

It was moved by Cathie Gibson, seconded by Ann Kitching and resolved:

08/2008 *THAT the agenda be approved as distributed.*

3. APPROVAL OF MINUTES OF MARCH 20, 2008

It was moved by Paul Wates and seconded by Alysia MacGrotty:

09/2008 *THAT the minutes be approved as distributed.*

4. BUSINESS ARISING FROM MINUTES

There was no business arising from the minutes of March 20, 2008.

5. INFORMATION/COMMUNICATION

5.1.1 BCGEU

The Chair again noted that the Board had appreciated Ms. McCormack's participation and wished her well in future endeavours.

5. INFORMATION/COMMUNICATION, cont'd**5.1.2 DCFA**

In the absence of a written report, the Chair asked Susan Briggs if she had anything to report; she requested and received permission to comment on the budget. Acknowledging the budget demands upon senior management, Ms. Briggs thanked them for their support and requested that reductions to be enacted be done equitably across the College's constituency groups. She stated her hope that long term measures would be taken, and the DCFA's concern that some of the programs being cut impact those who have the least voice in society. She said that, while Susan Witter's public discussion of the cuts was appreciated, the DCFA would appreciate the Board taking a more vigorous public approach to the budget. The Chair invited questions, and there were none.

5.1.3 DSU

In the absence of a written report, Matthew Steinbach was invited to provide a verbal update. He reported on the results of the recent DSU elections and advised that, while this would be his last Board meeting as DSU Constituency Group Leader, he looked forward to serving as an elected student Board member effective September 2008. The Chair thanked Mr. Steinbach for his report and for his work, noting that the Board would look forward to his term as a student Board member.

6. REPORTS**6.1 BOARD CHAIR**

Andrew Taylor updated those present on communications with representatives of the Ministry of Advanced Education. He reported on the March 26, 2008 meeting he and Karen Maynes, in Susan Witter's absence, held with the Minister of Advanced Education to advocate on behalf of the College and the needs of the communities it serves. Andrew Taylor and Karen Maynes also attended a March 31, 2008 meeting of the BC Colleges and Institutes (BCCI) Presidents and Board Chairs and were joined by Shelagh Donnelly, who was asked to record the provincial Chairs' meeting. In reporting on the BCCI gathering, the Chair commended the College on its financial preparedness to deal with the 2008-09 funding situation. The Chair noted the success of the Annual Athletic Banquet which he and three other Board members attended, and commended event MC Blaine Jensen on the celebration of talented students and employees.

In welcoming the Education Council Chair's report, Andrew Taylor congratulated Susan Meshwork on her re-elections to both Education Council and the role of Chair, and subsequently congratulated Graeme Bowbrick on his re-election as Education Council Vice-Chair.

6.2 EDUCATION COUNCIL

6.2.1 Chair's Report – Susan Meshwork graciously accepted the Chair's congratulations and then referenced her written report, offering to answer any questions. None were proffered.

6.2.2 Board Member Liaison Report – Ann Kitching had no news to report.

6.3 PRESIDENT

6.3.1 President's Report – Susan Witter invited questions regarding her written report. There being none, she carried on with the next item on the agenda.

6.3.2 Assistant Deputy Minister Wittenberg's Correspondence of April 1, 2008 – Susan Witter advised of April 1, 2008 correspondence from the Assistant Deputy Minister of Advanced Education regarding institutions' abilities to meet objectives within available financial resources.

6.3.3 Douglas College Budget Newsletter – The President noted that the information contained in the "Budget Update 2008/09" newsletter of April 2008 contained the same plan tabled during the In Camera session of the March 2008 Board meeting, including program expansions to which the College had previously committed as well as necessary budget reductions. Acknowledging that proposed cuts will impact faculty, staff and administrative colleagues, she explained that the Senior Management Team (SMT) spent a great deal of time thoughtfully deliberating all such reductions. The media has covered the proposed 2008-09 operating budget and its ramifications, and the College has already begun receiving correspondence that suggests there may be delegations to the Board at the May 15, 2008 meeting.

7. BOARD COMMITTEES**7.1 Finance Committee**

7.1.1 Planned Activities – Neal Steinman reported that the Finance Committee is considering changes to its Terms of Reference, reflecting the fact that it has, for many years, also served as an audit committee; such changes will be brought to the Board for consideration. Mary Hemmingsen noted that the provincial government's expectations and guidelines for audit committees, along with best practices, form the basis for the proposed changes; there is no intention to expand the scope of work already done by the committee.

7.1.2 Recommendation on Proposed Amendment of By-Law 83-5(A20), "Fees and Charges for Instruction" – Neal Steinman invited questions regarding the proposed by-law change; there were none.

It was moved by Neal Steinman, seconded by Ann Kitching and unanimously resolved:

10/2008

THAT the Douglas College Board approve replacing By-Law 83-5(A19), Fees and Charges for Instruction, with By-Law 83-5(A20), Fees and Charges for Instruction.

7.2 Human Resources Committee

7.2.1 Planned Activities – Committee Chair Cathie Gibson had nothing to report.

7.3 Policy and By-Law Review Committee

7.3.1 Planned Activities – Ad hoc committee Chair Ann Kitching reported that, while this committee has had to postpone recent meetings, progress is underway.

8. ANNOUNCEMENTS AND GENERAL INFORMATION

The Chair noted the reports and media clippings included in Board members' packages.

9. ISSUES ARISING FROM BOARD MEETING

There were no such issues.

10. BOARD MEMBERS' REPORTS

Board members reported on recent College-related activities in which they'd participated, and on communications and collaborations with counterparts within the post-secondary system. Susan Meshwork has been assisting the recently elected Education Council Chair at VCC; Ann Kitching attended the New Westminster Chamber of Commerce's 10th Annual Bernie Legge Cultural Awards Gala in support of Douglas College's Lorna McCallum, who was nominated for an award. Alysia MacGrotty circulated a newspaper clipping, courtesy of her grandfather and former New Westminster Mayor Tom Baker, highlighting the grand opening of the College's New Westminster Campus.

11. DATE AND LOCATION OF NEXT MEETING

The next meeting will be held at the New Westminster Campus, with a 6:15 p.m. start due to the invitation extended to Board members to attend the College-wide Celebration of Teaching and Learning.

12. ADJOURNMENT

There being no further business, the meeting adjourned at 6:58 p.m.

CHAIR

PRESIDENT